



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
EAST REGION, SOUTH CENTRAL AREA, FORT POLK CPAC
2271 LOUISIANA AVENUE
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 11-08

13 March 2008

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

*******APPROVED RECIPIENT*******

Mr. Daniel C. Nance Jr., Supv Public Affairs Specialist, at the Public Affairs Office, has been approved as a recipient under the Voluntary Leave Transfer Program.

Mr. Nance has been affected by a medical emergency which has resulted in his hospitalization and/or treatment, and caused his inability to return to work at this time. Mr. Nance has exhausted all of his leave and is presently in a leave without pay (LWOP) status.

Current federal employees wishing to donate annual leave to Mr. Nance's account for use during this medical emergency may do so by completing the Fort Polk Form 25 in duplicate and forwarding same to the Civilian Personnel Advisory Center. Donations will be accepted under this bulletin for thirty (30) days from the date of issue, or thru 13 Apr 08. The Fort Polk Form 25 is attached to this bulletin, but may also be downloaded from the Fort Polk Electronic Workplace (<http://intranet.polk.army.mil/doim/>) or obtained from the Administrative Office within each Directorate.

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DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center